1. Assessment Plan - Four Column

PIE - Technology & Health: Mental Health Unit

Narrative Reporting Year

2018-19

Contact Person: Bruce Nixon
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Program Planning Dialog: Advisory meeting held on 3/12/19. Committee approved continuation of all existing program goals and funding for items listed in the resources section.

Issues on the horizon include: BVNPT exploring decreasing faculty to student ratios to 1:10, and charging schools fees for curriculum revisions, continued program approval, etc. There is precedence with other health career programs, but will significantly increase the cost of the program to the college.

The BVNPT also is in the process of changing the passing standard for programs. Previously the standard was for each program's pass rate for first-time takers of the state licensure examination to to be within 10% of the average pass rate for all programs. This is being changed to a standard 75% pass rate for all programs. This has potential impact for program "accreditation" (the BVNPT uses the term program approval in lieu of accreditation). The pass rate trajectory has been in an upward trend for the last three years after a steep drop four years ago.

The Psychiatric Technician Program is also exploring methods of non-traditional outreach, and partnering with local agencies that offer High School Equivalency, and with the Noncredit Division (both Adult Basic Education and Short-Term Vocational).

The Psychiatric Technician Program is also exploring increased partnerships (intra-divisional and inter-divisional). Current inter-divisional partnerships being explored are with the Arts Division (Animation, Gaming, and Graphic Design), and Humanities (English, and Psychology).

The Psychiatric Technician Program will be going through its "re-accreditation" cycle in 2019-2020

External Conditions, Trends, or Impacts: 1. Decrease in institutional-based services, with shift to community-based services

2. Increased use of psychiatric technicians within the correctional system and other settings such as hospital emergency rooms. This is a shift from the traditional places of employment for psychiatric technicians

3. Shifting of jobs from local area to central part of the state

4. Clinical sites wanting smaller clinical groups. BVNPT exploring decreasing faculty to student ratios to 1:10

5. Clinical sites wanting 1 instructor per clinical group (no splitting between two instructors)

6. Clinical sites wanting students to have completely "clean" livescans

7. BVNPT exploring charging schools fees for curriculum revisions, continued approval, etc.

8. BVNPT in process of changing passing score standard for programs

9. Psychiatric Technician Program is in a "re-accreditation" year.
Internal Conditions, Trends, or Impacts : 1. Multiple retirements (2009, 2011, 2013, 2015, 2016) of a full-time faculty members. Program is now in a re-building mode.

2. Three new probationary faculty members (two beginning year four, one beginning year one) requiring mentoring

3. 1 clinical section usually requires splitting between two instructors. Clinical sites are requesting continuity of instruction by using only one clinical instructor.

4. Increased requirements to maintain clinical sites (livescans, CPI (department staff are required to be the CPI instructors))

5. Assistant program director (AD) position is vacant. New AD will require training

6. Potential hiring of a new full-time faculty member in the psychiatric technician program will require mentoring

7. Stabilization of cohort start sizes.

8. Pattern of significant decreases in program Board scores for first-time licensure examination testers.

9. Anticipated change in leadership of the Psychiatric Technician Program, and the Mental Health Technology Department.
Critical Decisions Made by Unit: 1. Discontinue use of student tutors.

2. To have all psychiatric technician program full-time faculty attend 2019 Statewide CAPTE conference

3. To continue involvement in HOSA

4. To continue to seek upgrades of classroom computers/simulation equipment/audio-visual material

5. To continue to update program web page

6. To increase tracking employment of program graduates

7. To increase utilization of program graduates as industry partners/student mentors

8. To maintain faculty certification as Non-Violent Crisis Intervention trainers (clinical site requirement)

9. To update all program examinations

10. To replace faculty retiree positions with new full-time faculty.

11. To keep Division leadership aware of progress of BVNPT plans to implement fees for curriculum changes, continued approval, etc.

12. Increase outreach, utilizing partnerships with Noncredit Division (Adult Basic Education and Short-Term Vocational) and with community agencies that offer High School

Equivalency.

13. Increase intra/inter-divisional partnerships.

Notable Achievements for Theme A: To Advance Academic Excellence and Student Achievement: 1. Eleven (11) Psychiatric Technician Program students won a total of 19 medals (12 gold, 6 silver, 1 bronze) at the Health Occupations Students of America (HOSA) 2019 State Leadership Conference.

2. 2 full-time faculty, along with multiple program graduates selected by the Department of Consumer Affairs as Psychiatric Technician Subject Matter Experts.

3. All due SLOs for PT program inputted into Tracdat.

4. All curriculum for PT and AD programs already inputted into WebCMS.

Notable Achievements for Theme B: To Support Student Access and Success: 1. Students in multiple semesters attended BVNPT disciplinary hearings either in person or via webcast.

2. Multiple program graduates were selected by the Department of Consumer Affairs as a Psychiatric Technician Subject Matter Expert.

3. 3 program faculty continue to be certified assault response trainers in non-violent crisis intervention. All students trained in assault response techniques within the first intersession in the program.

4. Eleven (11) Psychiatric Technician Program students won a total of 19 medals (12 gold, 6 silver, 1 bronze) at the Health Occupations Students of America (HOSA) 2019 State Leadership Conference.

Notable Achievements for Theme C: Secure Human, Technological, & Financial Resources: 1. 17 current students and AD/PT program graduates participated in program advisory meeting.

Notable Achievements for Theme D: To Foster an Atmosphere of Cooperation and Collaboration: 2. 17 current students and program graduates participated in the program advisory meeting.

3. Elwyn Homes, Pacific Clinics, and Atascadero State Hospita, and River Community/Social Model participated in job recruitment of program students in fall and spring semesters.

4. 8 program students (and PT PD) participated in the High School Articulation Health Day. High schools that attended the program's sessions included Los Altos, Covina, Bassett, Diamond Ranch and Wilson.

5. 12 program students (and one clinical instructor) participated in the Caduceus Club's Mental Health Event.

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Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
Board Scores - Maintain passing score on State Board Examination for program's first-time test takers at 90% or higher **Status:** Active **Goal Year(s):** 2016-17, 2017-18, 2018-19, 2019-20	**Request - Full Funding Requested -** Additional tenure-track full time faculty **Describe Plans & Activities Supported (Justification of Need):** CTE programs, especially ones that have licensing requirements, need consistent faculty to teach the theory to clinical correlation required for success on the licensure examination. A faculty hire will fill in the gaps left by two retirements (2015, 2017). **Lead:** Bruce Nixon **What would success look like and how would you measure it?:** Department would see increased pass rates on the state licensure examination within two years of a new faculty hire. **Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees. **Planning Unit Priority:** High **Documentation Attached?:** No **On-Going Funding Requested (if applicable):** 100000	**Reporting Year:** 2018-19 **% Completed:** 50 The college has approved a full-time tenure-track hire. Hiring process is currently occurring. (04/03/2019)
Cohort start - Begin each cohort with a full class of 48 students **Status:** Active **Goal Year(s):** 2016-17, 2017-18, 2018-19, 2019-20	**Report directly on Goal**	**Reporting Year:** 2018-19 **% Completed:** 100 The program has begun the last two cohorts full classes of 48 students. (04/03/2019)
		Reporting Year: 2017-18 **% Completed:** 100 Program has started with full cohorts of 48 students for the last two class sumbissions (05/21/2018)
	Request - Full Funding Requested - Funding for materials to promote programs at local high schools/adult	**Reporting Year:** 2018-19 **% Completed:** 0 Establishment of pathways partnership with Noncredit

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	education programs. **Describe Plans & Activities Supported (Justification of Need):** Would like to establish Pathways partnerships with local high schools/adult education programs to increase pool of candidates entering the psychiatric technician and alcohol/drug counseling programs. **Lead:** Bruce Nixon **What would success look like and how would you measure it?:** Will increase the number of applicants to programs. Number of students reporting that they heard about the program through partnership with local high school/adult education program will increase. **Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees. **Planning Unit Priority:** Medium **Documentation Attached?:** No **One-Time Funding Requested (if applicable):** 1000	Division (Adult Basic Education) has begun. The program has requested Perkins funding for student ambassadors for outreach. (04/03/2019)
Retention - Increase student retention throughout the program **Status:** Active **Goal Year(s):** 2016-17, 2017-18, 2018-19, 2019-20	**Report directly on Goal**	**Reporting Year:** 2018-19 **% Completed:** 100 Student tutors no longer utilized by the program. (04/08/2019)
Clinical sites - Maintain full complement of clinical sites **Status:** Active **Goal Year(s):** 2016-17, 2017-18, 2018-19, 2019-20	**Request - Full Funding Requested -** Modified/updated program brochures/advertising material to target potential clinical partners. **Describe Plans & Activities Supported (Justification of Need):** Program brochures would include something along the lines of	**Reporting Year:** 2018-19 **% Completed:** 0 The psychiatric technician program has gone to an online application process. Updates to the brochure were conducted prior to going "live." Updates for a brochure to be used as a tool for forming partnerships is still in the development phase. (04/08/2019)

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	"Benefits of partnering with Mt. San Antonio College's Psychiatric Technician or Alcohol/Drug Counseling Programs." This would be included in the introductions sent to potential clinical partners. **Lead:** Bruce Nixon **What would success look like and how would you measure it?:** The program would have increased number and variety of clinical sites. This will become increasingly important if the BVNPT decreases faculty to student ratios to 1:10. **Type of Request:** MARKETING: Requests for services in the areas of graphic design, news, and photography, posting information, communication and social media. **Planning Unit Priority:** Medium **Documentation Attached?:** No **One-Time Funding Requested (if applicable):** 1500	
Educational experience - Increase student success by offering varied clinical/educational experiences **Status:** Active **Goal Year(s):** 2016-17, 2017-18, 2018-19, 2019-20	**Report directly on Goal**	**Reporting Year:** 2018-19 **% Completed:** 0 The program currently has sufficient clinical sites offering varied experiences. No funding required, but will continue to monitor. (04/08/2019)
	Request - Full Funding Requested - Purchase upgrades to Audio-Visual material. **Describe Plans & Activities Supported (Justification of Need):** Funding for ADA approved educational resources. **Lead:** Bruce Nixon **What would success look like and how would you measure it?:** All program audio-visual educational	**Reporting Year:** 2018-19 **% Completed:** 0 No funding for upgrading of audio/visual material was utilized. (04/08/2019)
		Reporting Year: 2017-18 **% Completed:** 0 Request not funded 2016-2017 Request not funded 2017-2018 Faculty are currently utilizing YouTube audio-visual material that meets ADA requirements. (03/08/2018) : Project not funded as of yet. (07/10/2017)

	materials will meet ADA standards. **Type of Request:** INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over $500. **Planning Unit Priority:** Medium **Documentation Attached?:** No **One-Time Funding Requested (if applicable):** 1200		
	Request - Full Funding Requested - Will replace outdated computers (and associated equipment), and printers. **Lead:** Bruce NIxon **What would success look like and how would you measure it?:** Outdated/non-functioning computers in the classrooms will be replaced. **Type of Request:** NON INSTRUCTIONAL EQUIPMENT: Tangible property with useful life of more than one year, other than land or buildings improvements, equal and over $500 per individual item. Used for administrative or non-instructional purposes. **Planning Unit Priority:** Medium **Documentation Attached?:** No **One-Time Funding Requested (if applicable):** 50000	**Reporting Year:** 2018-19 **% Completed:** 100 The program has granted institutional funds for updating classroom computers. Printers no longer being requested. (04/08/2019) **Reporting Year:** 2016-17 **% Completed:** 0 Funding denied 2016-2017. (07/10/2017)	**:** A number of computers had been replaced via funding in 2015-2016, but older computers and printers need to be replaced. (07/10/2017)
	Request - Full Funding Requested - Full-time Computer Facilities Assistant **Describe Plans & Activities Supported (Justification of Need):**		

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	Due to ongoing replacement of outdated computers and the purchasing of other technology throughout the Technology and Health Division **Lead:** Bruce Nixon **What would success look like and how would you measure it?:** All technology within the division will have adequate support services to maintain existing equipment as well as set up new equipment as it is purchased. **Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees. **Planning Unit Priority:** Medium **Documentation Attached?:** No **On-Going Funding Requested (if applicable):** 50000	
Technology - Students will have access to the latest technology/equipment **Status:** Active **Goal Year(s):** 2016-17, 2017-18, 2018-19, 2019-20	**Request - Full Funding Requested -** Examination generation/grading software with sophisticated data analysis capabilities **Describe Plans & Activities Supported (Justification of Need):** Enhanced examination generation/grading software would allow for more sophisticated item analysis, addition/deletion of questions, creation of test banks that could be moved in mass to generate examinations. **Lead:** Bruce Nixon **What would success look like and how would you measure it?:** Examination analysis would become more refined. Examinations could be modified more efficiently	**Reporting Year:** 2018-19 **% Completed:** 0 Not implemented yet. (04/08/2019) **Reporting Year:** 2017-18 **% Completed:** 0 Not funded 2017-2018 (05/21/2018) **Reporting Year:** 2016-17 **% Completed:** 0 Not funded 2016-2017 (07/10/2017) : Funding pending. (07/10/2017)

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	Type of Request: INSTRUCTIONAL SUPPORT PROGRAM FUNDING (INSTRUCTIONAL EQUIPMENT): Equipment, library material, or technology for classroom instruction, student instruction or demonstration, or in preparation of learning materials in an instructional program, equal or over $500. **Planning Unit Priority:** Medium **Documentation Attached?:** No **One-Time Funding Requested (if applicable):** 500	
"Just in Time" learning - Students will be able to access information on a "real-time" basis **Status:** Active **Goal Year(s):** 2016-17, 2017-18, 2018-19, 2019-20		
Student competition - Students will participate in student competitions on a state and national level **Status:** Active **Goal Year(s):** 2016-17, 2017-18, 2018-19, 2019-20	**Request - Full Funding Requested -** Faculty and student participation in HOSA **Describe Plans & Activities Supported (Justification of Need):** Program students and faculty club advisors will participate in State and National HOSA competition/leadership conferences. **Lead:** Mary-Ellen Reyes **What would success look like and how would you measure it?:** Students and faculty will attend State and National Leadership Conferences **Type of Request:** OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc.	**Reporting Year:** 2018-19 **% Completed:** 100 Student and faculty funding for HOSA fully funded in 18-19. Additional funding to be requested in 19-20 (04/08/2019) **Reporting Year:** 2017-18 **% Completed:** 100 Students and faculty participation in HOSA state and national leadership conferences fully funded in 2017-2018. Plan to continue requesting funding for participation in 2018-2019 (05/21/2018) **Reporting Year:** 2016-17 **% Completed:** 100 Faculty and students funded for participation in both state and international competitions (07/10/2017) : Students and faculty advisors were able to participate in state and international competition. All student participants were medalists at the state level, and all were finalists at the international level, with 6 medalists at the international level. (07/10/2017)

	services. May also include request for travel and conference that does not require the assistance of POD. **Planning Unit Priority:** High **Documentation Attached?:** No **On-Going Funding Requested (if applicable):** 50000	
Faculty training and Best Practice - Faculty will remain current with best practice **Status:** Active **Goal Year(s):** 2016-17, 2017-18, 2018-19, 2019-20	**Request - Full Funding Requested -** Train key department faculty as Certified CPI Assault Response Instructors **Describe Plans & Activities Supported (Justification of Need):** Key department will be trained as Certified Assault Response Trainers. This is a requirement to maintain clinical site agreements. **Lead:** Bruce Nixon **What would success look like and how would you measure it?:** Faculty will train students in assault response and maintain clinical sites. **Type of Request:** OTHER OPERATING EXPENSES AND SERVICES: Requests for contracted, legal/ audit, personal/ consultant, rent/ leases, repairs/ maintenance, and other misc. services. May also include request for travel and conference that does not require the assistance of POD. **Planning Unit Priority:** High **Documentation Attached?:** No **On-Going Funding Requested (if applicable):** 12000	**Reporting Year:** 2018-19 **% Completed:** 100 Funding for CPI certification has been institutionalized. Will continue to assure that funding occurs on an annual basis through college sources. (04/08/2019) **Reporting Year:** 2017-18 **% Completed:** 50 Funded, but certification does not expire until 2019. Plan to roll over funding to 2018-2019 fiscal year. (05/21/2018) **Reporting Year:** 2016-17 **% Completed:** 100 4 program faculty are currently certified as instructors. (07/10/2017) : Clinical site requirements for assault response training continue to be met. (07/10/2017)
	Request - Full Funding Requested - Replace retired faculty (1) **Describe Plans & Activities Supported (Justification of Need):** CTE programs, especially ones that	**Reporting Year:** 2018-19 **% Completed:** 100 Position funded for a full-time tenure-track hire for 19-20 start date. (04/08/2019) **Reporting Year:** 2017-18

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	have licensing requirements, need consistent faculty to teach the theory to clinical correlation required for success on the licensure examination. A faculty hire will fill in the gaps left by two retirements (2015, 2017). **Lead:** Bruce Nixon **What would success look like and how would you measure it?:** Department would see increased pass rates on the state licensure examination within two years of a new faculty hire. **Type of Request:** STAFFING: Requests for permanent employee positions or temporary/hourly employees. **Planning Unit Priority:** High **Documentation Attached?:** No **On-Going Funding Requested (if applicable):** 100000	**% Completed:** 0 Positions were not filled in 2017-2018. Plan to request replacement of retired faculty in 2018-2019 fiscal year. (05/21/2018)	
		Reporting Year: 2016-17 **% Completed:** 0 Positions were not filled in 2016-2017 (07/10/2017)	: Department can use two additional full-time faculty. Program is in a rebuilding mode as the result of multiple retirements (at least one retirement every two years since 2009). (07/10/2017)
	Request - Full Funding Requested - Faculty attendance at CAPTE **Describe Plans & Activities Supported (Justification of Need):** Faculty will attend CAPTE conference to be held at either Cuesta College in Central California, or Hacienda/La Puente Adult School in La Puente. **Lead:** All program full-time **What would success look like and how would you measure it?:** Faculty will attend CAPTE conference, and increase knowledge of best practice and trends in field. Faculty will also network with educators from other parts of the state. **Type of Request:** PROFESSIONAL & ORGANIZATION DEVELOPMENT (POD): Requests that provide	**Reporting Year:** 2018-19 **% Completed:** 100 5 program faculty attended CAPTE in 2018-2019 academic year. Plan to request funding for 19-20 academic year. (04/08/2019)	
		Reporting Year: 2017-18 **% Completed:** 100 5 program faculty were funded to attend CAPTE conference. Plan to request funding to send program faculty to CAPTE in 2018-2019 fiscal year. (05/21/2018)	
		Reporting Year: 2016-17 **% Completed:** 100 Funding received for 2016-2017 (07/10/2017)	: 5 program faculty were able to participate in State Educators' Conference. Two were elected as state-wide officers (President and Secretary). (07/10/2017)

Unit Goals	Resources Needed	Where We Make an Impact: Closing the Loop on Goals and Plans
	professional learning opportunities for Mt. SAC employees. **Planning Unit Priority:** Medium **Documentation Attached?:** No **One-Time Funding Requested (if applicable):** 10500	